



## REQUEST FOR PROPOSALS

**TO:**

SUITABLY QUALIFIED PROFESSIONAL WRITING SKILLS CONSULTANTS

**RFP No. : 16/3/TVM**

**DATE:** 29<sup>th</sup> April 2016

**SUBJECT: REQUEST FOR PROPOSALS FOR A CONSULTANCY TO PROVIDE TRAINING IN PROFESSIONAL WRITING SKILLS FOR FISHERIES STAFF FROM TVM COUNTRIES<sup>1</sup>**

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Interested parties are invited to submit a proposal in response to the attached request for proposals to provide training in professional writing skills for Fisheries staff from TVM countries.

To enable you to submit a Request for Proposal (RFP) for this work, please find enclosed:

Annex I: Instructions to bidders

Annex II: Terms of Reference, containing a description of FFA's requirements for which these services are being sought

Annex III: FFA Standard Conditions of Contract

This request is not to be construed in any way as an offer to contract to any specific party, and the consultancy is subject to final confirmation of funding.

James T. Movick  
Director General

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<sup>1</sup> The membership of Te Vaka Moana (TVM) comprises Cook Islands, New Zealand, Niue, Samoa, Tokelau and Tonga.

## Annex I

### **Instructions to Bidders**

#### **RFP No: 16/3/TVM**

#### **REQUEST FOR PROPOSALS FOR A CONSULTANCY TO PROVIDE TRAINING IN PROFESSIONAL WRITING SKILLS FOR FISHERIES STAFF FROM TVM COUNTRIES**

### 1. Submission of Proposals

1.1. All proposals submitted together with all correspondence and related documents shall be in English.

If any of the supporting documentation or printed literature is in any other language, a written translation of the document in English should also be provided. In such case the interpreted document will be used for processing and evaluation purposes.

1.2. All prices in the proposals must be presented in US Dollars (USD).

1.3. The deadline for submission of proposals is 5.00pm on Friday 13<sup>th</sup> May, 2016. Any proposal received after this date will not be considered. FFA may, at its discretion, extend the deadline for the submission of proposals by notifying all prospective bidders in writing. The extension of the deadline may accompany a modification of the solicitation documents prepared by FFA on its own initiative or in response to a clarification requested by a prospective bidder.

1.4. In submitting a proposal, interested parties should demonstrate a clear understanding of the Terms of Reference (TOR) as set out, with appropriate explanatory comments, proposed timelines for implementation and delivery of the required work.

1.5 The successful bidder will be required to sign an FFA standard contract for the delivery of services. The FFA Standard Conditions for Contract are not negotiable.

1.5. The proposal should also include:

- i. A cover letter of 1-2 pages outlining proposed methodology and time lines for undertaking the assignment as per the Terms of Reference (Annex II);
- ii. A maximum of 5 pages of information on the CV of the consultant(s) proposed to complete the work, the background and relevant experience of the consultant as well as a summary of any similar or related training work.
- iii. A separately enclosed financial proposal providing a detailed cost summary for the implementation of the work.

## 2. Period of validity of proposals

2.1. Proposals shall remain valid for sixty (60) days after the date of Proposal submission prescribed by FFA, pursuant to the deadline clause. A Proposal valid for a shorter period may be rejected by FFA on the grounds that it is non-responsive.

2.2. In exceptional circumstances, FFA may solicit the bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. A bidder granting the request will not be required nor permitted to modify their Proposal.

## 3. Outputs required

The consultant will be expected to produce the following outputs:

1. Submit a detailed lesson plan for approval before the workshop
  - a. Lessons must utilise the draft fisheries policies and fisheries management plan templates along with other relevant fisheries information or examples
2. Deliver the required components of the two day workshop
3. Provide a post workshop report
  - a. Include an assessment of the workshop highlighting areas for future capacity development focus

## 4. Evaluation Criteria

A two-stage procedure will be used in evaluating the proposals, with evaluation of the technical proposal being completed prior to any price proposal reviewed and compared. The financial proposal will only be reviewed for submissions that have passed the minimum technical score of 70% of the total obtainable score in the evaluation of the technical proposals.

The technical proposal is evaluated on the basis of its responsiveness to the competency requirements as detailed in the evaluation criteria matrix.

Competency Requirements	Score (%)
Some familiarity with Fisheries issues and terminology	30
Experience in training Government officials in technical writing of plans and policies	30
Demonstrated skills in developing materials, teaching and facilitating training workshops, including for persons using English as a second language.	40
<b>Total Score</b>	<b>100%</b>
<b>Qualification Score</b>	<b>70%</b>

In the Second Stage, the financial proposal of all bidders, who have attained a minimum of 70% score in the technical evaluation, will be compared. The contract will be awarded to the bidder(s) offering the best value for money taking in account the cumulative scores of technical and financial evaluations.

## 5. Financial Proposals

The financial proposal should be submitted as a separate document and not included as part of the technical proposal. Financial proposals should provide a budget for the project professional fees, and any other costs for teaching materials needed for this work. Note that travel tickets will be provided separately and also DSA for time spent in Samoa at FFA rates. The estimated time required for the consultancy is 5-7 working days, and the indicative cost of fees is around US\$7,000.

## 6. Requests for further information

Queries are to be emailed to the FFA Director of Fisheries Development: [mike.batty@ffa.int](mailto:mike.batty@ffa.int)

## 7. Award of Contract

FFA reserves the right to accept or reject any Proposal, and to annul the solicitation process and reject all Proposals at any time prior to award of contract, without thereby incurring any liability to the affected Bidder(s) or any obligation to inform the affected bidder(s) of the grounds for such action.

## 8. FFA's right to vary requirements at time of award.

FFA reserves the right at the time of award of contract to vary the quantity of services and goods specified in the RFP without any change in unit price or other terms and conditions.

## 9. Closing date for proposals

Proposals should be emailed to [mike.batty@ffa.int](mailto:mike.batty@ffa.int) with the subject line heading "Economic Returns Consultancy".

All proposals must be received by FFA before 5.00pm Honiara Time, Friday, 13<sup>th</sup> May 2016.

## 10. Timing of the study

FFA will ensure prompt selection of the consultant, who should be ready to mobilise for the workshop, currently planned for 20<sup>th</sup>-24<sup>th</sup> June 2016.

## ANNEX II

### TERMS OF REFERENCE

#### RFP No: 16/3/ TVM

#### REQUEST FOR PROPOSALS FOR A CONSULTANCY TO PROVIDE TRAINING IN PROFESSIONAL WRITING SKILLS FOR FISHERIES STAFF FROM TVM COUNTRIES

**Terms of Reference for consultancy to deliver a Te Vaka Moana Professional Writing Workshop focused on fisheries policies and fisheries management plans.**

#### Introduction

##### 1. Problem definition

Fisheries Policies (FPs) and Fisheries Management Plans (FMPs) are the cornerstone of good fisheries management. Across the Te Vaka Moana (TVM) Participants, there are a number of existing, in-process and desired FPs and FMPs. They vary in format, length, detail and quality. Some are actively used while some gather dust on the shelf or are out of date.

The lack of prominence and / or awareness of FPs and FMPs in TVM Participants may be due to the format and way they are written. If a FP or FMP is not written clearly, concisely and specifically targeted for its audience, it may not be as effective and useful as it was intended. A good FP and FMP is a living document that is both useful and accessible by government, public and industry.

Varying levels of capacity and capability within each TVM member country to develop and implement FPs and FMPs may be contributing to the variability and quality of FPs and FMPs. A targeted training along with reference resources may build skills and capacity where it is needed.

##### 2. Current Situation

TVM comprises the fisheries administrations of the Cook Islands, New Zealand, Niue, Samoa, Tokelau and Tonga. TVM's Strategic Plan seeks to achieve results in the areas of strengthening fisheries management and fisheries administrations. Building on the skills and capacity of TVM members by further training relevant fisheries management staff on professional writing techniques using relevant examples to create high quality, fit for purpose FPs and FMPs will significantly aid in achieving TVM's strategic objectives as well as help TVM members more effectively manage their fisheries.

Often FPs and FMPs are outsourced by TVM member countries to regional organisations or consultants. This does not help build capacity within national fisheries organisations. National in-house capacity development in this area will not only help countries develop and manage their own FPs and FMPs, but it will also help them out-source FPs and FMPs to external agencies and consultants where more targeted assistance is required.

##### 2.1. Issues

In each member country, there are many FPs and FMPs that need to be created or updated. This is driven by local, national, regional and international needs and obligations.

Writing skills may be contributing to the difficulties in developing and managing FPs and FMPs. There is a need for clear, concise FPs and FMPs so they will be easy to implement, use and report on to their stakeholders.

When regional agencies or organisations are requested to provide assistance for developing management plans, inconsistency in writing style and content between and within each country, makes developing, implementing and reviewing FPs and FMPs difficult and time consuming. If the content and style of these plans were more consistent and familiar, buy in and ownership by agencies and stakeholders would be easier.

## **2.2. Obstacles**

There are a number of obstacles faced by the TVM members including:

1. Adequate staff/resources to create/review FPs and FMPs;
2. Inadequately trained staff for writing and implementing FPs and FMPs; and
3. Inadequate information systems/data to inform FPs and FMPs.
4. Difficulty in getting FPs and FMPs completed in a timely manner and subsequently followed through the approval process (e.g. cabinet approval etc.).

## **3. Solution**

### **3.1. Writing workshop:**

A training workshop specifically targeting staff charged with writing and implementing FPs and FMPs will go a long way in helping to address some of the issues and obstacles. This training workshop is to be held in Apia, Samoa to provide professional, in-person training to relevant fisheries staff. This is the most central, easily accessible location for TVM members given considerable travel from Tokelau.

The training workshop will:

- Utilise a combination of an external consultant to teach writing techniques/styles along with existing regional organisations expertise in formulating content for policies and management plans.
  - Utilise the services of a professional writing company (the Consultant)
  - Draw on the Pacific Community (SPC), Pacific Islands Forum Fisheries Agency (FFA) and the Ministry for Primary Industries New Zealand (MPI) to deliver policy and management plan expertise/experience.
- Focus on the entire process around writing and implementing policies and management plans
  - Development and drafting of fisheries policies and management plans
    - Coastal/offshore
    - Sector/species
  - Implementation of policies and plans
  - Review and reporting on policies and plans

The structure of the workshop will be:

#### **Day 1**

- Setting the context of policies and plans (delivered by MPI)
- Elements of a good fisheries policy (delivered by FFA)
- Elements of a good fisheries management plan (delivered by SPC)

- Professional writing technique – how to be clear, concise and to target your audience (delivered by Consultant)

#### Day 2

- Professional writing technique – how to be clear, concise and to target your audience continued (delivered by Consultant)
- Resources available to Pacific fisheries agencies (delivered by TVM)

### **Objective**

The objective of the consultancy is to deliver a high quality two day workshop focused on professional writing development in the context of writing and implementing fisheries policies and fisheries management plans.

### **Detailed Terms of Reference**

1. Deliver a customised two day professional writing skills workshop in Apia, Samoa in June for approximately 14 people.
  - a. Training is to be customised around writing fisheries policies and fisheries management plans
  - b. Allow time for FFA, SPC and MPI to deliver short presentations during the workshop.
2. Review and refine the draft fisheries policy and fisheries management plan templates developed by the project team before the workshop
  - a. Use these templates in the workshop

### **Outputs**

The following outputs will be delivered:

4. Submit a detailed lesson plan for approval before the workshop
  - a. Lessons must utilise the draft fisheries policies and fisheries management plan templates along with other relevant fisheries information or examples
5. Deliver the required components of the two day workshop
6. Provide a post workshop report
  - a. Include an assessment of the workshop highlighting areas for future capacity development focus

### **Timing**

The tentative dates for the workshop are for two days in the week of 20-24 June, 2016 in Apia Samoa. The exact location and dates are to be determined with the assistance of the Samoan Department of Fisheries.

It is envisaged that some work will need to be done before the workshop to develop the programme and become familiar with the subject matter.

### **Selection of the consultant**

The work requires a consultant that is familiar with, but not necessarily an expert of Fisheries Management Plans and Policies. Demonstrated writing, teaching and facilitation skills are essential. These will be the main criteria used in comparing the merit of the proposals.

### **Costing**

The expression of interest must be accompanied by a quotation for fees only. All other costs are subject to standard terms and conditions for contracts of the FFA.



## ANNEX III

### FFA STANDARD CONDITIONS OF CONTRACT

#### 1. Definitions

##### 1.1 In this Contract:

- (a) “Consultancy Services” means the Consultancy Services described in Schedule A;
- (b) “Memorandum of Agreement” means the agreement executed by and between FFA and the Institution in which these Conditions have been incorporated by reference;
- (c) “FFA” means the Pacific Islands Forum Fisheries Agency, based in Honiara, Solomon Islands;
- (d) “Contract” means the Memorandum of Agreement together with these Conditions and all other schedules and documents, if any, annexed to the Memorandum of Agreement or incorporated therein and intended to form part of the contractual relationship between the parties;
- (e) “Confidential Information” means information that:
  - (i) is by its nature confidential;
  - (ii) is designated by FFA as confidential;
  - (iii) the Institution knows or ought to know is confidential;
 but does not include information which:
  - is or becomes public knowledge other than by breach of this Contract;
  - is in the possession of the Institution without restriction in relation to disclosure before the date of receipt from FFA;
  - has been independently developed or acquired by the Institution
- (f) “Usual Place of Residence” means the place of residence of the Institutions during the duration of the consultancy, as designated in the Memorandum of Agreement;
- (g) “Term of Engagement” means the entire period during which the Institutions will be expected to perform the Consultancy Services.

1.2 Words importing a gender include any other gender.

1.3 Words in the singular number include the plural and words in the plural number include the singular.

1.4 Clause headings in this Contract are for convenient reference only and have no effect in limiting or extending the language of the provisions to which they refer.

1.5 A reference to a Schedule is a reference to a Schedule to this Contract and includes such Schedule as amended or replaced from time to time by agreement in writing between the parties.

## **2. Fees**

- 2.1 FFA shall pay fees to the Institutions in respect of the Consultancy Services at the rate and in the currency specified in Schedule B to the Memorandum of Agreement on the basis of time spent by the Institutions in performing the Consultancy Services. For the purpose of determining the amount of such fees:
- (a) Where the fees are expressed in terms of a daily rate the time spent in performing the Consultancy Services shall be determined solely on the basis of the number of days actually worked by the Institution in performing the Consultancy Services, including travel time.
- 2.2 Except as otherwise agreed between FFA and the Institution, no fees will be paid in respect of work performed other than during the Term of Engagement.

## **3. Expenses**

- 3.1 In addition to the fees specified in clause 2 and subject to Schedule A and Schedule B, FFA shall pay to or reimburse the Institution for the following:
- (a) A daily subsistence allowance (DSA) at standard FFA rates for every day during the term of engagement during which the Institution shall be absent from the Usual Place of Residence for the purpose of performing the Consultancy Services; provided that DSA will be paid for the day of departure from the Usual Place of Residence but not for the day of return thereto. The DSA covers all accommodation charges, including government taxes (where applicable), meals, laundry and incidental expenses.
- (b) All transportation costs properly and reasonably incurred by the Institution in travelling for the purposes of the Consultancy Services whether within the Country of Assignment or elsewhere, including the cost of transportation by an appropriate means of public transport between the Usual Place of Residence and the nearest convenient international airport and the cost of economy class air travel.
- (c) All other reasonable out-of-pocket expenses of the Institution arising directly out of the performance of the Consultancy Services, including communications charges, airport and departure taxes, visa fees, taxi fares, and photocopying charges.

## **4. Payment of Fees, Costs and Expenses**

- 4.1 Consultancy fees payable under the Contract will be paid in accordance with Schedule B and to the satisfaction of the FFA.
- 4.2 Where the Consultancy Services have not been performed to the satisfaction of FFA, FFA may withhold the balance of the fees in whole or in part and may:
- (a) require the Institution to carry out whatever additional work is required to complete the Consultancy Services to the satisfaction of FFA; or
- (b) terminate the Contract forthwith without prejudice to any right of action or remedy which has accrued or which may accrue in favour of FFA.

- 4.3 Printing and distribution costs and reimbursable costs and expenses referred to in clause 3 shall be paid by FFA upon written application made by the Institution to FFA, supported by such receipts or other evidence as FFA may reasonably require to establish that that the expenditure was incurred in the amount and currency and in the manner claimed.
- 4.5 Unless otherwise agreed between the Institution and FFA, the fees shall be paid in the currency specified in Schedule B. All out-of-pocket expenses shall be paid either in the currency in which the same were incurred or in Solomon Island dollars or partly in one currency and partly in the other, as FFA shall reasonably determine in consultation with the Institution.
- 4.6 Whenever it shall be necessary to determine the equivalent of an amount in one currency in terms of another, the conversion shall be made at the rate which FFA shall determine was applicable at the time and place when the Institution incurred the expenditure or converted currency into the currency of expenditure, whichever first occurred.

## **5. Medical and Insurance**

All medical and insurance costs shall be borne by the Institutions and FFA shall be under no liability in respect of medical expenses of the Institutions.

## **6. Indemnity**

- 6.1 Subject to the provisions of this Contract, the Institutions shall at all times indemnify and hold harmless FFA, its officers, employees and agents (in this clause referred to as “those indemnified”) from and against any loss (including legal costs and expenses on a solicitor/own client basis), or liability, reasonably incurred or suffered by any of those indemnified arising from any claim, suit, demand, action or proceeding by any person against any of those indemnified where such loss or liability was caused by any wilful, unlawful or negligent act or omission of the Institution in connection with this Contract.
- 6.2 The Institutions’ liability to indemnify FFA under clause 6.1 shall be reduced proportionately to the extent that any act or omission of FFA or its officers, employees or agents contributed to the loss or liability.
- 6.3 The indemnity referred to in clause 6.1 shall survive the expiration or termination of this Contract.

## **7. General Covenants**

- 7.1 The Institutions covenant and agree that:
- (a) During the Term of Engagement they shall devote the whole of their time and attention to the performance of the Consultancy Services and shall at all times act with due diligence and efficiency and in accordance with the Terms of Reference. They shall make or assist in making all such reports and recommendations as may be contemplated by the Terms of Reference and shall at all times cooperate with FFA, its employees and agents. After the termination

of the engagement they shall continue to cooperate with FFA to such reasonable extent as may be necessary to clarify or explain any reports or recommendations made by them.

- (b) At all times they shall act with appropriate propriety and in particular, refrain from making any public statement concerning the Consultancy Services without the prior approval of FFA.
- (c) They shall have no authority to commit FFA in any way whatsoever and shall make this clear as circumstances warrant.
- (d) They shall report immediately to FFA any circumstances or events which might reasonably be expected to hinder or prejudice the performance of the Consultancy Services, including circumstances and events relating to his transportation and accommodation.
- (e) All reports, notes, drawings, specifications, statistics, plans and other documents and data compiled or made by the Institution while performing the Consultancy Services shall be the property of FFA and upon termination of the engagement shall be disposed of as FFA may direct. The Institution may retain copies of such documents and data but shall not use the same for purposes unrelated to the Consultancy Services without the prior approval of FFA.

## **8. Conflict of Interest**

- 8.1 The Institutions warrants that, to the best of their knowledge, at the date of signing this Contract, no conflict of interest exists or is likely to arise in the performance of his obligations under this Contract.
- 8.2 If during the Term of Engagement a conflict of interest arises, or appears likely to arise, the Institutions undertake to notify FFA immediately in writing and to take such steps as FFA may reasonably require to resolve or otherwise deal with the conflict. If the Institutions fail to notify FFA or are unable or unwilling to resolve or deal with the conflict as required, FFA may terminate this Contract in accordance with the provisions of clause 10.
- 8.3 The Institutions shall not engage in any activity or obtain any interest during the Term of Engagement that is likely to conflict with or restrict the Institution in providing the Consultancy Services to FFA fairly and independently.

## **9. Disclosure of Information**

- 9.1 The Institutions shall not, without the prior written approval of FFA, disclose to any person other than FFA, any Confidential Information. In giving written approval, FFA may impose such terms and conditions as it thinks fit.
- 9.2 FFA may at any time require the Institutions to give a written undertaking, in a form required by FFA, relating to the non-disclosure of Confidential Information. The Institutions shall promptly arrange for all such undertakings to be given.

9.3 The obligation on the Institutions under this clause shall not be taken to have been breached where the information referred to is legally required to be disclosed.

## **10. Termination**

10.1 FFA may, at any time by written notice, terminate this Contract in whole or in part. If this Contract is so terminated, FFA shall be liable only for:

- (a) payment under the payment provisions of this Contract for Consultancy Services rendered before the effective date of termination; and
- (b) subject to clauses 10.3 and 10.4, any reasonable costs incurred by the Institutions and directly attributable to the termination or partial termination of this Contract.

10.2 Upon receipt of a notice of termination the Institutions shall:

- (a) stop work as specified in the notice;
- (b) take all available steps to minimize loss resulting from that termination;
- (c) continue work on any part of the Consultancy Services not affected by the notice.

10.3 In the event of partial termination FFA's liability to pay fees under Schedule B shall, in the absence of agreement to the contrary, abate proportionately to the reduction in the Consultancy Services.

10.4 FFA shall not be liable to pay compensation in an amount which would, in addition to any amounts paid or due, or becoming due, to the Institutions under this Contract, together exceed the total fees set out in Schedule B.

## **11. Default**

11.1 If either party is in default under this Contract on account of the failure to perform or observe any obligation or undertaking to be performed or observed on its part under this Contract, the party not in default may terminate this Contract in whole or in part without prejudice to any right of action or remedy which has accrued or which may accrue in favour of either party.

## **12. Waiver**

12.1 A waiver by either party in respect of any breach of a condition or provision of this Contract shall not be deemed to be a waiver in respect of any continuing or subsequent breach of that provision, or breach of any other provision. The failure of either party to enforce at any time any of the provisions of this Contract shall in no way be interpreted as a waiver of such provision.

## **13. Notices**

13.1 Any notice, request or other communication to be given or served pursuant to this Contract shall be in writing and dealt with as follows:

- (a) if given by the Institutions to FFA, addressed and forwarded to the Director-General, Forum Fisheries Agency, P.O. Box 629, Honiara, Solomon Islands. Fax: (+677) 23995.
  - (b) if given by FFA to the Institutions, signed by the Director-General or Deputy Director-General and forwarded to the Institution at the Usual Place of Residence.
- 13.2 Any such notice, request or other communication shall be delivered by hand or sent by pre-paid registered post, facsimile or telex to the address of the party to which it is sent.
- 13.3 Any notice, request or other communication will be deemed to be received:
- (a) if delivered personally, on the date of delivery;
  - (b) if sent by pre-paid registered post, on the day that the acknowledgment of delivery is completed by the recipient; and
  - (c) if sent by facsimile, on the business day next following the day of despatch providing that the sender receives an "OK" code in respect of the transmission and is not notified by the recipient by close of business of the next business day following the day of despatch that the transmission was illegible.

#### **14. Entire Agreement and Variation**

- 14.1 This Contract contains the entire agreement between the parties and supersedes all communications, negotiations, arrangements and agreements, whether oral or written, between the parties with respect to the subject matter of this Contract.
- 14.2 No agreement or understanding varying or extending this Contract, including in particular the scope of the Consultancy Services in Schedule A shall be legally binding upon either party unless in writing and signed by both parties.

#### **15. Severability**

- 15.1 Each provision of this Contract and each part thereof shall, unless the context otherwise necessarily requires it, be read and construed as a separate and severable provision or part. If any provision or part thereof is void or otherwise unenforceable for any reason then that provision or part (as the case may be) shall be severed and the remainder shall be read and construed as if the severable provision or part had never existed.

#### **16. Applicable Law**

- 16.1 This Contract shall be governed by and construed in accordance with the laws of the Solomon Islands and the parties agree, subject to the Contract, that the courts of the Solomon Islands shall have jurisdiction to entertain any action in respect of, or arising out of, this Contract.